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THE WASHINGTON CHAPTER  
SOCIETY FOR ADVANCEMENT OF MANAGEMENT

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George Washington

Copies +  
Senior Chapter - Student Chapters  
Joint Dinner Meeting

Maryland

Wednesday evening, April 22, 1959

American

"THE ROLE OF THE UNIVERSITY IN DEVELOPING EXECUTIVES"

Dr. Leonard M. Elstad  
President, Gallaudet College  
Washington, D.C.

Dr. Elstad heads one of the most unique educational institutions in the world today -- Gallaudet College. His presentation will include, in addition to an explanation of the objectives and curriculum of Gallaudet College, his own views on the role of higher education in preparing persons for assuming managerial responsibilities and the significance of a liberal versus a technical education as a preparation for fulfilling executive responsibilities.

Plan Now To Attend

THE OCCIDENTAL  
1411 Pennsylvania Avenue, N. W.

Cocktails at six - Dinner at seven

The price is \$3.25

- The Public Is Invited

For reservations - Telephone Doloris McWilliams  
NAtional 8-6000, Code 164, Ext. 2894

*Meeting*

Good afternoon, Ladies and Gentlemen.

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1. I am grateful to ~~the~~  for the opportunity he has given us to present to you today a program on "New Developments in Records Management".

2. We are most fortunate to have a pioneer and an authority in the Records Management Field as our guest today. *speaker* Mr. Angel is a relative *Many people* stranger to ~~most~~ of you. *for some of us* However, *because* this is an opportunity to welcome back to this Agency an old friend. *because* Shortly after I came to the Agency, I called upon Herb. to assist us in a little orientation program in Records Management. The assistance that he gave us then has helped ~~us~~ *launch our program on a sound foundation* *since then* with whatever success we have had in this field. He has always been *in making available his own time that he has* a most gracious helpmate whenever I have asked him and for the many services that he has so willingly given, I am grateful.

3. Herb Angel's experience in Records Management *includes* the *direction* of the very successful Navy Program, participation as a member of the Task Force of the first Hoover Commission on Records Management and also a member of the Second Hoover Commission on Paperwork Management. In addition, he has been an adviser to *several* foreign governments, *including* specifically Korea in 1948 and Iran in 1954. In 1955, he was one of 10 government officials to receive the National Civil Service League's first Career Service Award in recognition for the outstanding work he had done in Records Management.

Its a real pleasure to present to you, Dr. Herbert R. Angel, Assistant Archivist of the U.S. for Records Management, *Herb*

The second portion of our Program concerns a Case Study on Installation of Subject-Numeric Filing System in ORR.

There is now approximately 200 separate installations using the Subject-Numeric Filing System. These installations have been made by members of the REcords Management Staff working in most instances with the Area Records Officers. Where there was no Area Records Officer, our representative made the installation. This piece-meal approach to the installation of uniform filing systems is time consuming and laborous. In order to expedite the installation of this system, a program was worked out last year with ORR. Here today, to tell you how approximately 60 filing installations were made in a relatively short period, is the ARO from ORR, [ ] a member of the Management Staff who assisted in the project. These men will act as a panel. The first member is [ ] At the conclusion of his talk, he will introduce [ ] will briefly summarize the project and at the conclusion questions may be presented.

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